



VACANCY ANNOUNCEMENT

USAID

AMERICAN EMBASSY, ABIDJAN

COTE D'IVOIRE

ANNOUNCEMENT NUMBER: 24-16

OPEN TO: All Interested Candidates/All sources

POSITION: Development Outreach & Communication Specialist; USAID/PSC; FSN-10

OPENING DATE: May 9, 2016

CLOSING DATE: May 23, 2015

WORK HOURS: Full-time, 40 hours/week

SALARY: Position Grade: FSN-10

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy/USAID in Abidjan is seeking an individual to fill a **Development Outreach & Communication Specialist** position for the USAID Office in Cote d'Ivoire.

BASIC FUNCTION OF POSITION

The Development Outreach & Communication Specialist (DOC Specialist) collaborates closely with the entire USAID Team and implementing partners to develop and implement USAID/CI's communications strategy. The DOC Specialist works in close partnership with the U.S. Embassy Public Affairs Section to ensure that the Ivoirian public is informed about USAID's activities and projects; and, serves as principal liaison with the USAID/Washington Bureau of Legislative and Public Affairs. The Specialist supports USAID/CI in the achievement of its communications objectives by producing and disseminating public information about country programs/projects/activities, and educating and promoting a better understanding of USAID programs, and serves as the primary USAID point of contact and liaison for information requests.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice: "Applicants must submit a completed DS-174 form, a current curriculum vitae (resume) that provides the same information listed in Appendix B and found on the UAE or a combination of both. To view the new form (English and French versions) as well as the instructions for completing it, please click on the following link: http://abidjan.usembassy.gov/how_to_apply2.html

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No. 24-16; DOC Specialist

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (15%):** A Bachelor's of Arts Degree in journalism, public relations, communications, English, or a related field is required.
2. **Prior Work Experience (25%):** 5 years of progressively responsible experience in communications, public relations, or journalism, in a bilingual work environment is desired. This experience should provide assurance that the DOC Specialist is skilled in disseminating information to a variety of target audiences. Previous work with the USG or another international development organization is highly desirable.
3. **Language Proficiency (10%):** Written and oral fluency in English (level IV) and French (level IV) is required. *Language proficiency will be tested.*
4. **Knowledge (25%):** The DOC Specialist must have a thorough knowledge of the principles, methods, practices, and techniques of communication, and skill in applying such knowledge to develop written information materials for dissemination through a variety of media, in order to determine and effectively use the most appropriate means for transmitting information, and to evaluate the effectiveness of plans developed to communicate with targeted audiences. This includes an understanding of the use of written communication in developing news releases, feature stories, background statements, fact sheets, media spots, and scripts that effectively transmit information about complex USAID/CI programs/projects/activities and functions. The work requires a solid understanding of websites; an excellent knowledge of English grammar and American word usage and spelling; an excellent knowledge of French grammar and Ivoirian word usage and spelling; ability to prepare event remarks in addition to relevant protocol/formalities; a good knowledge of graphic design, printing, and publishing processes, and the ability to oversee printers and/or publishers; a general understanding of procurement processes; and, a broad understanding of issues related to international development.
5. **Skills and Abilities (25%):** Work requires skill in developing and maintaining effective relationships with media representatives, and the public affairs personnel of organized groups, and in establishing and enhancing communication between USAID and its audiences using media and groups; skill in making oral presentations designed to seek cooperation of specialized groups and media in providing fuller coverage to USAID/CI programs/projects/activities, and to encourage open communication between USAID/CI and its audiences; and, skill in analyzing the effectiveness of communication plans once implemented, and developing recommendations to change the nature of the USAID/CI public affairs program. The work requires excellent oral and written communications skills, including news and technical writing, editing, and research skills; strong organizational and project management skills, that may be applied within a multi-cultural work environment; and, the ability to work independently, taking initiative once guidance is provided, and managing several activities simultaneously and under pressure to meet deadlines.

SUBMIT APPLICATION TO

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

POINT OF CONTACT

The Human Resources Office

Telephone: 22-49-40-00

Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: May 23, 2016

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.